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March 13, 2002

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# **Information System Security**

Air Force Web Site Administration,  
Policies, and Practices  
(D-2002-062)

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Department of Defense  
Office of the Inspector General

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*Quality*

*Integrity*

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## Report Documentation Page

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<b>Abstract</b> <p>This report is one in a series that address Internet access, practices, and policies. Subsequent reports will cover Web site administration within the Army and DoD. The Naval Audit Service plans to issue a separate report based on the audit of Web site administration within the Navy and the Marine Corps. This report evaluates Internet access, practices, and policies for Air Force Web site administration. In April 2001, the Air Force issued Transmission of Information Via the Internet, Air Force Instruction 33-129. Air Force Instruction 33-129 defines the roles and responsibilities of personnel establishing, revising, and operating an Internet Web site. It prohibits the display of classified and sensitive information on publicly accessible Air Force Web sites, and it requires annual reviews to ensure compliance to Air Force and DoD policy. Air Force Instruction 33-129 also requires major Air Force commands and wing level commanders to register their Web sites with Air Force Link that serves as a registration database for data into the Government Information Locator Service. The Government Information Locator Service helps citizens identify, locate, and retrieve information about their government.</p>		
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### **Acronyms**

GILS  
JWRAC

Government Information Locator Service  
Joint Web Risk Assessment Cell



INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
400 ARMY NAVY DRIVE  
ARLINGTON, VIRGINIA 22202-4704

March 13, 2002

MEMORANDUM FOR ASSISTANT SECRETARY OF DEFENSE (COMMAND,  
CONTROL, COMMUNICATIONS, AND  
INTELLIGENCE)  
ASSISTANT SECRETARY OF THE AIR FORCE  
(FINANCIAL MANAGEMENT AND COMPTROLLER)

SUBJECT: Audit Report on Air Force Web Site Administration, Policies, and  
Practices (Report No. D-2002-062)

We are providing this report for information and use. We considered management comments on a draft of this report when preparing the final report.

The Air Force comments conformed to the requirements of DoD Directive 7650.3; therefore, additional comments are not required.

We appreciate the courtesies extended to the audit staff. For additional information on this report, please contact Mr. Thomas S. Bartoszek at (703) 604-9014 (DSN 664-9014) (tbartoszek@dodig.osd.mil). See Appendix C for the report distribution. The audit team members are listed inside the back cover.

A handwritten signature in dark ink, appearing to read "Thomas F. Gimble", is positioned above the printed name.

Thomas F. Gimble  
Acting  
Deputy Assistant Inspector General  
For Auditing

## Office of the Inspector General, DoD

**Report No. D-2002-062**

(Project No. D2001AB-0116)

**March 13, 2002**

### **Air Force Web Site Administration, Policies, and Practices**

#### **Executive Summary**

**Introduction.** This report is one in a series that address Internet access, practices, and policies. Subsequent reports will cover Web site administration within the Army and DoD. The Naval Audit Service plans to issue a separate report based on the audit of Web site administration within the Navy and the Marine Corps.

This report evaluates Internet access, practices, and policies for Air Force Web site administration. In April 2001, the Air Force issued "Transmission of Information Via the Internet," Air Force Instruction 33-129. Air Force Instruction 33-129 defines the roles and responsibilities of personnel establishing, revising, and operating an Internet Web site. It prohibits the display of classified and sensitive information on publicly accessible Air Force Web sites, and it requires annual reviews to ensure compliance to Air Force and DoD policy. Air Force Instruction 33-129 also requires major Air Force commands and wing level commanders to register their Web sites with Air Force Link that serves as a registration database for data into the Government Information Locator Service. The Government Information Locator Service helps citizens identify, locate, and retrieve information about their government.

**Objectives.** Our objective was to evaluate Air Force policies and practices for Web site administration and oversight. Specifically, we reviewed how the Air Force hosts official Web sites and how it registers and monitors Web sites for compliance with policy and safeguards sensitive information. We also evaluated the management control program as it related to the overall objective.

**Results.** The Air Force had not developed adequate plans to annually review its Web sites. In addition, the listing of Air Force publicly accessible Web sites recorded in Air Force Link did not match the data reported in Government Information Locator Service. As a result, the Air Force had 140 publicly accessible Web sites that included potentially inappropriate information. Further, the process for the removal of sensitive information was not reliable. In positive actions, the Air Force developed a new training program for personnel working on Web sites, and oversight of Air Force Web sites has improved with the establishment of the Air Force Web Risk Assessment Cell. See Appendix A for details on the management control program concerning the performance of annual reviews and the establishment of a followup system to ensure all issues relating to the posting of inappropriate data on Web sites are resolved. For details of the audit results, see the Finding section of the report.

**Summary of Recommendations.** We recommend that the Director, Office of Public Affairs, Department of the Air Force, establish a process to conduct annual multi-disciplinary reviews of Web sites, report results of the reviews to the Chief Information Officer, Department of the Air Force, and establish a followup system to ensure

corrective actions are implemented when inappropriate postings are identified. We also recommend that the Chief Information Officer, Department of the Air Force revise Air Force Instruction 33-129, "Transmission of Information via the Internet", April 4, 2001, to require annual reviews that verify and match data in the Air Force Link with data contained in the Government Information Locator Service.

**Management Comments.** The Chief Information Officer, Department of the Air Force, who responded for the Air Force, concurred with the recommendations. Specifically, the Office of Public Affairs, Department of the Air Force, is establishing a process to ensure information is screened prior to posting. Web masters will review Web sites for unauthorized information, and the Office of Public Affairs, Department of the Air Force, will accomplish annual and spot reviews to verify compliance with policy and assure content accuracy. The Air Force intends to develop and implement the review process within 6 months. The Chief Information Officer of the Air Force also stated that the Deputy Chief of Staff, Communications and Information had already begun the process of issuing a revised Air Force Instruction 33-129, "Transmission of Information Via the Internet," April 4, 2001. In addition, the Chief Information Officer, Department of the Air Force will ensure that Air Force Link and Government Information Locator Service data are consistent and that public Web sites do not disclose inappropriate data.

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## Background

**DoD Web Page Policy.** The “DoD Web Site Administration Policy and Procedures,” (the Policy) implemented December 7, 1998, and updated April 26, 2001, describes procedures for establishing, operating, and maintaining DoD unclassified Web sites. The Policy requires heads of DoD Components to establish a process to identify appropriate information for posting to Web sites. The Policy ensures that all information placed on publicly accessible Web sites is reviewed for security levels of sensitivity and other concerns before the information is released.

In addition, the Policy requires Components to establish procedures for management oversight and a regular functional review of Web sites, and to provide necessary resources to support Web site operations including funding, staffing, and training. It also requires an annual security assessment of Web sites. Moreover, Components must register each publicly accessible Web site with the Government Information Locator Service (GILS). GILS helps citizens identify, locate, and retrieve information about their government. GILS resides on Defense Link, which is the official Web site for DoD and the starting point for finding military information online about defense policy, organizations, functions, and operations.

The Policy defines a DoD Web site as a collection of information organized into a number of Web documents related to a common subject or set of subjects including a Home Page and links to subordinate information that is included on a Web page. A Home Page is the index or introductory document for a Web site. A Web site is developed and maintained with command sponsorship, approval, and editorial supervision over content.

**DoD Oversight of Web Content.** On February 25, 1999, the Secretary of Defense approved the Joint Web Risk Assessment Cell (JWRAC) plan to use Reserve assets to conduct ongoing security and threat assessments of Components Web sites. The JWRAC is responsible for analyzing data on DoD Web sites for information that poses potential or real threats to ongoing operations and DoD personnel. Inappropriate data include data labeled “For Official Use Only,” “sensitive,” classified, and other information at one or more sites that combined, would be sensitive or classified, and should not be released to the general public.

**Air Force Policy on Web Sites.** Air Force Instruction 33-129, “Transmission of Information via the Internet,” dated April 4, 2001,<sup>1</sup> defines the roles and responsibilities of personnel using and maintaining the Internet. It assigns the development of policy to the Air Force Director of Communication and Information who is the Deputy Chief Information Officer for the Air Force. It prohibits the display of offensive and obscene material, and prohibits links to offensive or unrelated commercial sites at Air Force Web sites. It also requires

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<sup>1</sup> Air Force Instruction 33-129 was originally issued on August 1, 1999.

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Air Force officials to develop procedures for establishing and maintaining a public Web site and to conduct multi-disciplinary annual reviews of Web sites. The multi-disciplinary annual reviews include representatives from communications and information, public affairs, legal, contracting and operations, and other necessary disciplines to review questions concerning the sensitivity of information on public Web sites.

Air Force Instruction 35-101, "Public Affairs Policies and Procedures," dated December 1, 1999, defines prohibited information such as links to offensive or unrelated commercial material, disclosure of sensitive movements of military assets and personnel, locations of units and installations, personal information protected under the Privacy Act, copyright information, trademarks and logos, and classified information. Air Force Instruction 35-101 requires that the Office of Public Affairs serve as the point of contact to conduct the multi-disciplinary periodic reviews; determine the appropriateness of content, design, and operations of an Air Force Web site; and provide direction for registering public Web sites with GILS.

Air Force Instruction 35-101 further requires major Air Force commands and wing level commanders to register their Web sites with Air Force Link, that the Office of Public Affairs maintains. The Link serves as a registration database for information recorded in GILS. Registration requires that officials record information such as Web site title, internet address, major Air Force command, base location, point of contact, and other pertinent Web site information.

## **Objectives**

Our objective was to evaluate Air Force policies and practices for Web site administration and oversight. Specifically, we reviewed how the Air Force hosts official Web sites, and how it registers and monitors Web sites for compliance with policy and safeguards sensitive information. We also evaluated the management control program as it relates to the overall objective. See Appendix A for a discussion of the audit scope and methodology, the management control program, and prior audit coverage.

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## **Air Force Internet Access, Practices, and Policies**

The Air Force had not developed adequate plans to annually review its Web sites. This occurred because the Director, Office of Public Affairs, Department of the Air Force, did not monitor the conduct of required annual reviews and it did not follow-up and resolve findings identified during the annual reviews in a timely manner. In addition, the listing of Air Force publicly accessible Web sites recorded in Air Force Link did not match the data reported in GILS. Officials stated that this occurred because Air Force Link was damaged when GILS was upgraded, resulting in a failure to maintain matching databases. As a result, the Air Force had 140 publicly accessible Web sites that included potentially inappropriate information. Further, the process for the removal of sensitive information was not reliable. In positive actions, the Air Force developed a new training program for personnel working on Web sites, and oversight of Air Force Web sites has improved with the establishment of the Air Force Web Risk Assessment Cell.

### **Information on Air Force Public Web Sites**

In June 2001, the Office of the Deputy Assistant Secretary of Defense (Intelligence) identified 140 Air Force Web sites that were publicly accessible and contained information that was identified with warnings such as "Destruction Notice," "For Official Use Only," "Distribution Authorized," "Distribution Limited," "Pre-decisional," and "Secret." All the warnings restrict the audience and are not for general public consumption.

During June 2001, the Deputy Assistant Secretary of Defense (Intelligence) submitted information on those 140 sites and related information to JWRAC for analysis. If the sites are analyzed, the results of the JWRAC analysis will help the Air Force identify information that should not be included on Web sites accessible by the general public.

### **Annual Reviews of Air Force Web Sites**

Of the three major Air Force commands and wing level commanders visited, two major commands and one wing level commander did not conduct annual reviews since 2000. Also, the Director, Office of Public Affairs, Department of the Air Force, neither ensured the completion of the annual reviews nor resolved issues identified during the reviews.

**Air Force Special Operations Command.** Personnel at the Air Force Special Operations Command conducted one multi-disciplinary review in the summer of 2000. Air Force officials did not prepare a written report on the review results but would alert page maintainers if inappropriate information was posted on their Web sites. Also, Air Force officials did not conduct later

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reviews because they were awaiting a revised command instruction that provided guidance on conducting the annual assessments. On August 3, 2001, Air Force officials agreed to conduct the annual multi-disciplinary review as required by Air Force Special Operations Command Instruction 33-303, "Communications and Information," November 1, 1999.

**Air Mobility Command.** Officials from the Air Mobility Command conducted a multi-disciplinary review in early 1999, and sent the results to Headquarters U.S. Air Force, Communication and Information. The results of the review indicated that sensitive information did not appear on publicly accessible Web sites. Since 1999, officials have not conducted further reviews. However the command office of public affairs reviewed all changes to the command Web sites. The officials stated that the risk of improper data located at the Web site was reduced.

**375th Airlift Wing.** The 375th Airlift Wing conducted a multi-disciplinary review in 1999, and reported the results to the Vice Commander, Air Mobility Command. The results of the review indicated that sensitive information did not appear on publicly accessible Web sites. However, the 375th Airlift Wing had not performed a review subsequent to 1999 because officials stated that they were not tasked to conduct the review.

**Air Force Public Affairs.** Officials from the Office of Public Affairs, Department of the Air Force, and the Headquarters U.S. Air Force, Communication and Information required the annual multi-disciplinary reviews in March 2001, with completion by April 2001. However, they did not followup with major command and air wing level commanders who did not respond by the due date. This occurred because of personnel changes and the followup duties remained unassigned. In addition, the Office of Public Affairs, Department of the Air Force, did not follow up and resolve findings identified during the annual reviews in a timely manner. During the audit, Air Force officials from the Office of Public Affairs, Department of the Air Force, agreed that a process to ensure that major Air Force commands and wing level commanders conduct annual reviews and establish a followup system to resolve issues identified during the annual reviews was needed.

The annual multi-disciplinary reviews are a necessary part of Web site administration. The reviews help ensure that only information germane to the general public is posted for review and public dissemination. Although Air Force Instruction 33-129 requires an annual review, and the Office of Public Affairs, Department of the Air Force, and the Headquarters U.S. Air Force, Communication and Information Office jointly tasked the effort in March 2001, a process is needed to ensure that all annual reviews are conducted, results are reported to the Chief Information Officer of the Air Force, and a followup system is in place to ensure corrective actions are implemented when inappropriate postings are identified.

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## **Web Site Registration in Air Force Link and Government Information Locator Service**

Listings of Air Force Web sites accessible to the general public as shown in Air Force Link are different from those registered in GILS. As of August 22, 2001, there were 607 registered Air Force Web sites listed on Air Force Link. There were 421 Air Force listings in GILS. Only 170 were listed at both sites with the remainder listed either only in GILS (251) or with Air Force Link (437). Air Force officials from the Office of Public Affairs, Department of the Air Force, stated that Air Force Link was damaged when GILS was updated, resulting in a failure to keep the two databases identical. In addition, officials stated that they revised the registration process since May 2001 so that the registration information directs registrants to the GILS Web site. However, they stated that they did not have the resources to compare the lists of publicly accessible Air Force Web sites recorded in the Air Force Link to those reported in GILS.

Although registration is a requirement for Air Force Link and GILS, there is no requirement to ensure that both listings are identical and current. As part of the multi-disciplinary annual review, major commands and wing level commanders should ensure that the information in both listings are current, identical, and discrepancies reported and corrected. Oversight and identical registration will ensure that Air Force officials have a listing of all publicly accessible Web sites so that when policy changes occur, it can be disseminated to Web officials; when training requirements are established, training can be planned and taken; and when performing annual reviews, all publicly accessible sites can be analyzed. Air Force Instruction 33-129 must be revised because it only requires the annual review to analyze the Web sites and pages rather than the validity, currency, and consistency of information included in Air Force Link and GILS.

## **Training of Web Personnel**

The Air Force Communications Agency is developing a computer based training course for Web masters and other Web administration personnel such as page maintainers. A Web master is a system administrator for a Web server, which hosts the Home Page. The Web master is responsible for operations of the server, security, maintenance, registration with Air Force Link, and posting of appropriate information on a Web site. A page maintainer assists the Web master implementing access and security controls over the Web site, and also develops and maintains subordinate pages, reviews, and documents; obtains release approval on material; validates links to ensure proper access and control; and ensures outdated data is removed from a Web site. The course includes a 4-hour session with a 1-hour review followed by questions that must be answered with a 70 percent correct score for successful completion of the course. Instruction topics include Web administration, roles of personnel, the Web server, system security, Web site establishment, page design, and the collection of information.

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The training will enable participants to perform essential Internet administration tasks and manage the enterprise in a secure manner. Air Force officials indicate that the course will be a mandatory requirement for current Web masters and other Web personnel. In addition, newly designated personnel must take the course before they are assigned Web administration duties. Air Force officials also plan to include the course as a requirement for other network professionals.

The course development is a positive initiative and will ensure that individuals, who are assigned the responsibility for Web site administration, will receive training on policy and practice.

## **Air Force Web Risk Assessment Cell Established**

In August 2000, the Air Force established an Air Force Web Risk Assessment Cell that is responsible for vulnerability analyses and threat assessments of the content of Air Force Web sites. The cell analyzes content and data on Air Force Web sites. It also reviews cross sectional Web information, trend analysis, and data aggregation where unclassified information from multiple Web sites could be combined to create sensitive or classified information that could pose a threat to ongoing operations or personnel. Also, it reviews Air Force Web sites for compliance with Air Force instructions, ensures recognition and reporting of vulnerabilities at one or multiple Web sites, and notifies officials of the results. The cell reports routine observations on a scheduled basis to the commanders of major commands, direct reporting units and field operating agencies, and reports critical observations immediately to respective Air Force officials.

The cell has only issued one report dated April 2, 2001. The report was addressed to Headquarters U.S. Air Force, Communications and Information, and identified six Air Force sites with "For Official Use Only" information, sensitive information, and access issues. The report stated that officials were in the process of defining the report format and frequency. When the report was issued in April 2001, four of the six identified issues were closed and Air Force officials were addressing the other two. Air Force officials informed us that they subsequently defined the resources needed to perform the review, including funding and training requirements for involved personnel, and the process for reporting and following up results. The cell began further assessments in September 2001.

The establishment of the Air Force Web Risk Assessment Cell will complement the Joint Web Risk Assessment Cell. It will provide the Air Force an assessment of the content of its Web sites and will help to deter Web site misuse.

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## Summary

GILS was established to help citizens identify, locate, and retrieve information about their government. Web sites must be informative and contain only information appropriate for posting. To achieve this, managers who are responsible for Web administration including posting information on Web sites, must be aware of the policy and process for establishing and revising Web sites as well as appropriate Web page content. Training in Web site administration is a first step to safeguarding sensitive information along with the establishment of an oversight Web risk assessment cell. In addition, performing annual multi-disciplinary reviews is imperative. Further, a listing of Web masters and Web sites that are consistently reported in DoD and Air Force databases will help facilitate the distribution of new policy, assist in the oversight of known public Web sites, and ensure training of appropriate officials. All of those steps will help prevent the disclosure of sensitive movements of military assets or personnel; locations of units, installations, or personnel; personal information protected under the Privacy Act; copyright information; trademarks and logos; and classified information at Air Force publicly accessible Web sites.

## Recommendations and Management Comments

1. **We recommend that the Director, Office of Public Affairs, Department of the Air Force:**
  - a. **Establish a process for conducting annual multi-disciplinary reviews of Web sites and for reporting the review results to the Chief Information Officer, Department of the Air Force.**
  - b. **Establish a followup system to ensure corrective actions are implemented when inappropriate postings to Air Force Web sites are identified.**
2. **We recommend that the Chief Information Officer, Department of the Air Force revise Air Force Instruction 33-129, "Transmission of Information via the Internet", April 4, 2001, to require annual reviews that verify and match data contained in Air Force Link with data contained in Government Information Locator Service.**

**Management Comments.** The Chief Information Officer, Department of the Air Force, who responded to our memorandum to the Assistant Secretary of the Air Force (Financial Management and Comptroller), concurred. Specifically, the Office of Public Affairs, Department of the Air Force, is establishing a process to ensure information is screened prior to posting. Web masters will review Web sites for unauthorized information and Public Affairs will accomplish annual and spot reviews to verify compliance with policy and assure content accuracy. The Air Force intends to develop and implement the review process within 6 months. The Chief Information Officer also stated that the Deputy Chief of Staff, Communications and Information, Department of the Air Force, had already begun the process of issuing a revised Air Force Instruction 33-129, "Transmission of Information Via the Internet." In addition, the Chief

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Information Officer, Department of the Air Force will ensure that Air Force Link and Government Information Locator Service data are consistent and that public Web sites do not disclose inappropriate data.



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## Appendix A. Audit Process

### Scope and Methodology

We visited three major Air Force commands including the Air Force Special Operations Command, the Air Mobility Command, and the Air Education and Training Command. We selected the Air Force Special Operations Command because it supports a unified DoD command. We selected the Air Mobility Command because it was located at the site of the Air Force Communications Agency where Web training is being developed, and we selected the Air Education and Training Command because it was located near the Air Force Joint Web Risk Assessment Cell. The Air Wings visited include the 375th Airlift Wing, the 16th Special Operations Wing, and the 12th Flying Training Wing that were located at the major commands visited. Although we reviewed three Air Force major commands and three Air Force air wing commanders, our results do not reflect a projection of all Air Force major commands and air wing commanders. We reviewed and evaluated Web site policies of the Air Force for Web site locations available to the public. We conducted discussions with Air Force officials to evaluate whether policies and practices were adequate, and we reviewed records and documents from December 1998 until August 2001.

**Audit Type, Dates and Standards.** We performed this program results audit from May 2001 through September 2001 in accordance with generally accepted government auditing standards.

**Use of Computer-Processed Data.** We relied on computer-processed data without performing tests of system general and application controls to confirm the reliability of the database. However, not establishing the reliability of the database will not affect the results of our audit. We relied on judgmental sampling procedures to develop conclusions on this audit.

**Use of Technical Assistance.** A computer specialist from the Information Systems Directorate, Office of the Assistant Inspector General for Auditing, DoD, assisted the auditors in reviewing the registration of Web sites in the Air Force Link and GILS databases. The computer specialist performed a comparison of the databases to determine the Web sites that were contained in both databases.

**Contacts During the Audit.** We visited or contacted individuals and organizations within DoD. Further details are available on request.

**General Accounting Office High-Risk Area.** The General Accounting Office has identified several high-risk areas in the DoD. This report provides coverage of the Information Security high-risk area.

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## Management Control Program Review

DoD Directive 5010.38, "Management Control (MC) Program," August 26, 1996, and DoD Instruction 5010.40, "Management Controls (MC) Program Procedures," August 28, 1996, require DoD managers to implement a comprehensive system of management controls that provide reasonable assurance that programs are operating as intended and to evaluate the adequacy of the controls.

**Scope of Review of the Management Control Program.** We reviewed the adequacy of Air Force management controls over DoD and Air Force policies and practices for Web site administration and oversight. In assessing those controls, we evaluated policies and practices on how Government or other servers host official Air Force Web sites, and how the Air Force registers and monitors Web sites for compliance with policy and safeguards sensitive information. We reviewed management's self-evaluation applicable to those controls.

**Adequacy of Management Controls.** We identified material management control weaknesses for the Air Force as defined by DoD Instruction 5010.40. Air Force management controls for oversight of Air Force Web sites were not adequate to identify a complete listing of Web sites, conduct annual multi-disciplinary reviews, and establish a followup system to track inappropriate information posted. The recommendations, if implemented, will improve the oversight and Web site administration process. A copy of the report will be provided to the senior officials responsible for management controls in the Office of the Assistant Secretary of Defense (Command, Control, Communications, and Intelligence).

**Adequacy of Management's Self-Evaluation.** The Director, Office of Public Affairs, Department of the Air Force, did not identify oversight of Air Force Web sites as an assessable unit and, therefore, did not identify or report the material management control weakness identified by the audit.

## Prior Coverage

### General Accounting Office

During the last five years, GAO has issued two reports on the issue of Internet privacy.

GAO Report No. GAO-01-147R "Internet Privacy: Federal Agency Use of Cookies," October 20, 2000

GAO Report No. GAO/AIMD-00-296R (OSD Case No. 2074) "Internet Privacy: Comparison of Federal Agency Practices With FTC' Fair Information Principles," September 11, 2000

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**Inspector General, DoD**

Inspector General, DoD, Report No. D2001-130, "DoD Internet Practices and Policies," May 31, 2001

**Air Force Audit Agency**

Air Force Audit Report No. 99066038, "Web Page Management," November 8, 2000

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## **Appendix B. Report Distribution**

### **Office of the Secretary of Defense**

Under Secretary of Defense (Comptroller)  
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Deputy Comptroller (Program/Budget)  
Assistant Secretary of Defense (Command, Control, Communications, and Intelligence)

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House Subcommittee on Technology and Procurement Policy, Committee on Government Reform

# Department of the Air Force Comments



Chief Information Officer

DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

1 February 2002

MEMORANDUM FOR ASSISTANT INSPECTOR GENERAL FOR AUDITING  
OFFICE OF THE INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE

FROM: AF-CIO

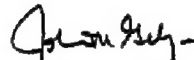
SUBJECT: DoD IG Draft Report, Air Force Web Site Administration, Policies and Practices, 30  
Nov 01, (Project Code D2001AB-0116)

This is in reply to your memorandum requesting the Assistant Secretary of the Air Force (Financial Management and Comptroller) to provide Air Force comments on subject report.

- The Air Force concurs with the recommendation to establish/refine a process to conduct annual multi-disciplinary reviews of Web sites and report the findings to the AF-CIO. The Air Force Office of Public Affairs (SAF/PA) is establishing this process to ensure information is screened prior to being posted. Web masters will review their web sites for unauthorized information and SAF/PA will accomplish annual and spot reviews to verify compliance and assure content accuracy. We intend to develop and implement this review process within 6 months (ECD: 1 Aug 2002).

- We also concur with the need to revise AF-33-129, "Transmission of Information Via the Internet". The Deputy Chief of Staff, Communications and Information (AF/SC) has already revised AFI 33-129 and will soon begin formal HQ staff coordination. We will ensure the Air Force Link and the Government Information Locator Service data are consistent. AFI 33-129 also addresses the quarantining and removal of sensitive information. AF/SC and SAF/PA will work together to ensure public Air Force web sites do not divulge inappropriate data.

Thank you for the opportunity to comment on this report. My POC is Mr Ron Richardson, 703-601-3555.

  
JOHN M. GILLIGAN  
Chief Information Officer

## **Audit Team Members**

The Acquisition Management Directorate, Office of the Assistant Inspector General for Auditing, DoD, prepared this report. Personnel of the Office of the Inspector General, DoD, who contributed to the report are listed below.

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Patrice Cousins  
Constance Halahan  
Ann Ferrante  
Jenshel D. Marshall